

PARKS & RECREATION DEPARTMENT CRIMINAL & CIVIL RECORD BACKGROUND CHECK INFORMATION DISCLOSURE

To better ensure the safety of the participants and staff, the City of McMinnville Parks & Recreation Department conducts criminal and civil record checks on all employees and volunteers.

The Parks & Recreation Department will be looking for records that indicate a propensity to cause harm to vulnerable persons, the general public, co-workers or the City of McMinnville.

Although the City of McMinnville Parks & Recreation Department will not request a credit history for your position, Federal law mandates that the following disclosure be made:

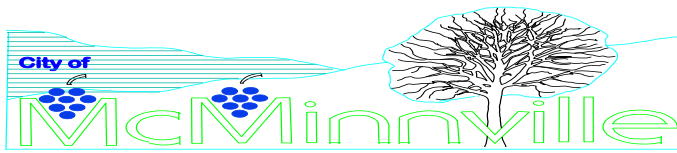
FAIR CREDIT REPORTING ACT DISCLOSURE NOTICE

The City of McMinnville Parks & Recreation Department wishes to obtain a consumer report on you from consumer reporting agencies including, but not limited to, *Commercial Information Systems* for employment/volunteer purposes. Information obtained in consumer reports may include such information as: criminal background information, motor vehicle driving history, prior employment, military service, credit history and education records.

This report will be obtained for employment/volunteer purposes, only.

Please sign the attached consent form, indicating your authorization for the City of McMinnville Parks & Recreation Department to conduct a background record check and obtain a consumer report at any time prior to and/or during employment as may be applicable to you.

In the event that the Parks & Recreation Department considers any information in the consumer report when making an adverse employment/volunteer related decision affecting you, you will be provided with information regarding the consumer reporting agency, a copy of the consumer report and a copy of your rights under the Fair Credit Reporting Act (FRCA).



**PARKS & RECREATION DEPARTMENT
CRIMINAL & CIVIL RECORD BACKGROUND CHECK
CONSENT FORM**

By completing and signing this document, I voluntarily authorize the City of McMinnville Parks & Recreation Department to conduct a background check for employment/volunteer purposes in connection with my application.

I specifically authorize the City of McMinnville Parks & Recreation Department to obtain consumer reports from consumer reporting agencies including, but not limited to, *Commercial Information Systems* for employment purposes. I understand my rights under the Fair Credit Reporting Disclosure Act as outlined on the proceeding page.

Please supply all requested information. *Failure to supply this information will invalidate the background check.* All volunteers must also submit a photocopy of their Driver's License or State-issued ID.

Please print of type all information legibly.

FULL LEGAL NAME _____
(LAST) (FIRST) (MIDDLE)

OTHER NAMES USED (nicknames, maiden name, alias, etc.) _____

CURRENT ADDRESS _____
Street City State Zip

PHONE NUMBER _____

DATE OF BIRTH _____

DRIVER LICENSE NUMBER _____ STATE _____

List **ALL** states lived in since the age of 18 and approximately dates of each residency:

Have you ever been convicted of a felony or misdemeanor crime, or have charges pending in any state? Please specify when, where, and what offense. _____

Please list the Parks & Recreation Position for which you are applying. _____

APPLICANTS SIGNATURE DATE

Falsification of information provided on this form will result in your application being dismissed.